



## ***United States Bankruptcy Court Northern District of Ohio***

### ***Vacancy Announcement***

<b>Position:</b>	Automation Specialist	<b>Date:</b>	04/23/01
<b>Duty Station:</b>	Canton, Ohio		
<b>Starting Salary:</b>	CL 27/01 (\$34,643)	<b>Announcement No:</b>	01-08

#### **Position Overview**

This is an exciting opportunity to join our court as we move into CM/ECF, the new, web based system for managing bankruptcy cases. The Automation Specialist provides technical/automation support to clerk's office and chambers staff in a variety of applications, including national database systems such as CM/ECF as well as those developed and customized for the court's use. The Automation Specialist trains clerk's office staff on software applications such as WordPerfect and Excel and on CM/ECF. The Automation Specialist reports to the deputy clerk in charge and may be involved in district-wide projects.

#### **Qualifications**

Prospective candidates must have at least two years experience using Novell Networks (3.X or 4.X) and troubleshooting personal computer hardware/software problems. Must be proficient in WordPerfect 8.0 and Excel software, Windows (NT, 4.0, 2000) and have the ability to learn new programs quickly. Must have prior experience supporting web based programs. Familiarity with Bankruptcy Court based applications is a plus; prior training experience and knowledge of UNIX and relational databases preferred. Candidates should have strong verbal and writing skills, the ability to work with management and staff. Must possess undergraduate degree in the field or equivalent advanced automation training.

#### **Information for Applicants**

The United States Bankruptcy Court is an Equal Opportunity Employer. Internal applicants will also be considered for this position. Employees of the United States Bankruptcy Court are required to adhere to a code of conduct which is available upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. A successful background check is required for employment with the court. This position is located in a smoke free environment.

Interested applicants should submit resume and salary history **by 05/07/01** to

Deputy Clerk in Charge  
US Bankruptcy Court  
Frank T Bow Federal Building  
201 Cleveland Avenue SW  
Canton, Ohio 44702

